



COURT SERVICES & OFFENDER SUPERVISION AGENCY

NOTICE OF VACANCY

ANN. NO. 2003 - 11
AREA OF CONSIDERATION: ALL SOURCES
OPENING DATE: 3/4/2003
CLOSING DATE: 5/23/2003
NUMBER OF VACANCIES: Several
PROMOTION PETENTIAL: GS-12
TARGETED GRADE LEVELS: GS - 5 (\$ 32,228), GS - 7 (\$36,687)*

*Positions will be filled at the GS-5 or GS-7 levels (depending on experience)

Community Supervision Officer**, GS-0101-5/7 (multiple positions), Community Supervision Services, Court Services and Offender Supervision Agency, Washington, DC.

****Individuals hired for this position will be entitled to Law Enforcement pay and retirement**

DUTIES: The incumbent oversees persons placed on probation/parole in the community through direct counseling, coordination of supportive services, monitoring of re-arrests, etc., in accordance with case classification standards. Visits correctional institutions, hospitals, clinics, service providers and community agencies, etc., as well as attends judicial conferences and formal court hearings pertaining to offenders under their supervision. Based on independent evaluation of circumstances, produces written reports and makes oral presentations to provide information and makes recommendations to Judges or Parole Board regarding the disposition of assigned cases.

MAXIMUM ENTRY AGE: Since this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement.

QUALIFICATIONS: The Court Services & Offender Supervision Agency (CSOSA) is an excepted service agency. CSOSA requires that all applicants possess a four-year degree in criminal justice, sociology, social work or a related field. **For GS-7:** Applicants must have superior academic achievement (3.5 GPA), one year of graduate level education, OR one year of specialized experience equivalent to GS-5. **SPECIALIZED EXPERIENCE** is experience in or directly related to the position to be filled that has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

Desirable Qualification: Bilingual skills preferred.

SPECIAL NOTES:

- Applicants must possess a valid driver's license.
- Access to a Privately-Owned Vehicle (POV) is desirable but not mandatory.
- Incumbent will be required to successfully complete a seven week formal training program.

CRITICAL COMPETENCIES REQUIRED

- 1.) **Technical Competence:** Demonstrated knowledge of criminal justice system, to include probation and parole legal requirements, policies and procedures.
- 2.) **Oral and Written Communication** – Effectively expresses ideas and facts to individuals or groups; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas; expresses facts in writing in a succinct and organized manner.
- 3.) **Reasoning** – Identifies rules, principles, policies and procedures relevant to the criminal justice system.
- 4.) **Technical Application** - Demonstrated proficiency in the use of a computer.

IN ORDER TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD ADDRESS THE CRITICAL COMPETENCIES CITED ABOVE.

EVALUATION METHOD: Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance.

AGENCY BACKGROUND INFORMATION: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency (CSOSA) as a federal agency on August 5, 2000. CSOSA has temporary excepted hiring authority. Employees on excepted service appointments are subject to a two-year trial period (or one-year for veterans).

HOW TO APPLY: Interested applicants should submit an OF-612, Optional Application for Federal Employment, SF-171, Application for Federal Employment, or resume, which must include the information cited in the Office of Personnel Management (OPM) brochure OF-510, Applying for a Federal Job (***SEE NEXT PAGE***). On a separate sheet of paper, you must specifically address your experience and/or education related to the critical competencies described above by giving specific examples. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. **You should also provide detailed evidence of the competencies in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.** In addition, candidates currently or previously employed by the Federal government should submit a copy of their latest Notification of Personnel Action (Standard Form 50) and a copy of their most recent supervisory performance appraisal (if available) to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Jack Jackson on (202) 220-5609 or TTY (202) 220-5474. Applications must be ***received*** by 5:00 pm on the closing date.

If you are claiming veteran's preference, you must submit the following documentation to receive credit.
10 Point Veteran's Preference: A copy of your DD-214, Certificate of Release or Discharge from Active Duty and a letter dated within the last 12 months, from the Veterans Administration documenting your 10 Point Preference. **5 Point Veteran's Preference:** A copy of your DD-214.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the

application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

E-MAIL ADDRESS: Applicants may also submit applications via email to: csosajobs@CSOSA.gov.

CSOSA is a Law Enforcement Agency and before entrance on duty, applicants must successfully complete a background investigation, which includes a drug test.

CSOSA is an Equal Opportunity Employer

***Here is what your resume or application must contain
(in addition to specific information requested in the job vacancy announcement)***

Job Information

- *Announcement number, and title and grade (s) of the job you are applying for.*

Personal Information

- *Full name, mailing address (with zip code) and day and evening phone numbers (with area code)*
- *Social Security Number*
- *Country of Citizenship (Most Federal jobs require United States Citizenship)*
- *Veterans' preference*
- *Reinstatement eligibility (if requested, attach Standard Form 50 as proof of your career or career-conditional status)*
- *Highest Federal civilian grade held (also give job series and dates held).*

Education

- *High School*
Name, city and state (zip code if known)
Date of diploma or GED
- *Colleges or universities*
Name, city and state (zip code if known)
Majors
Type and year of any degrees received

Work Experience

- *Give the following information for your paid and non-paid work experience related to the job you are applying for. (Do not send job descriptions)*

Job Title (include series and grade if Federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and phone number
Starting and ending dates (month and year)
Hours per week
Salary

- *Indicate if we may contact your current supervisor.*

Other Qualifications

- *Job-Related training courses (title and year)*
- *Job-Related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed*
- *Job-Related certificates and licenses (current only)*
- *Job-Related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (give dates but do not send documents unless requested.)*